

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: Personnel Director

STATUS: Full-time, Exempt

DEPARTMENT: Personnel

SUPERVISOR: Reports to Executive Committee and County Board

PERSONNEL DIRECTOR GENERAL DESCRIPTION:

Plan, direct, and coordinate personnel functions of the County to maximize the use of personnel and maintain functions such as recruitment, personnel policies, regulatory compliance and six (6) collective bargaining agreements. Personnel Director conducts research, consults, evaluates and coordinates work for the Executive Committee and other Departments, as requested.

JOB DUTIES:

1. Shall formulate policies and procedures for recruitment, testing, placement, internal job postings, classification/re-classifications, orientation and labor relations.
2. Responsible for planning, directing and coordinating work activities relating to employment, compensation, labor relations and employee relations.
3. Analyze compensation policies, government regulations and prevailing wage rates to develop a competitive compensation plan.
4. Review and develop methods to improve employment policies, processes and practices; recommend changes to management.
5. Prepares and approves the annual budget for the department.
6. Schedule qualified persons for presentations to Department Heads, County Board and its Committees, regarding current human resource policies and practices; make any recommendations for change.
7. Assist the County Board of Supervisors and Department Heads in handling personnel matters, including the administration, interpretation and drafting of the County's Collective Bargaining Agreements, the Adams County Personnel & General Administrative Policies, processing union grievances, and employee disciplinary matters.

8. Work in conjunction with the County Corporation Counsel and/or labor attorney in negotiating bargaining agreements and resolving labor disputes.
9. Meet with union officials, County managers, Corporation Counsel and/or attorneys and Board Supervisors, as deemed necessary, to resolve grievances.
10. Conducts and supervises exit interviews.
11. Reviews current legislation, arbitration decisions and collective bargaining agreements to assess labor trends, on behalf of the County.
12. Maintain all personnel files, records and compliance data concerning all County employees, including new hires, performance appraisals and wages.
13. Review, maintain and evaluate job descriptions, as necessary, for County.
14. Direct and/or coordinate an employee position classification system and prevailing wage rate schedules. In conjunction with the Executive Committee and Department Heads, prepare and revise job descriptions and allocate positions in accordance with level of responsibility, education, experience and other criteria.
15. Attend all Executive Committee meetings and other committee meetings upon request; provide monthly reports. Accomplish tasks assigned by Executive Committee regarding personnel.
16. Recommend an annual budget and prepare reports for the Executive Committee. Draft ordinances and resolutions for consideration by the County Board related to personnel.
17. Advise, direct and coordinate the transfer, promotion, lay-off, recall, demotion and termination of employees. Investigate unemployment compensation claims by employees.
18. Assure that all confidential personnel files and other associated records are appropriately maintained.
19. Administer and advise the County Executive Committee, Board, and all employees regarding the County Health Plan. Oversee and coordinate all contacts with Health Plan providers and recommend any changes to the health plan, as deemed necessary. Conduct meetings with Board Supervisors, Department Heads, and employees regarding the health plan on a regular basis, or as deemed necessary.
20. Administer the County Worker's Compensation Plan and coordinate with its plan carrier. Maintain the Worker's Compensation records of employees.

21. Serve as the County's official Safety Coordinator and coordinate County safety programs with Department Heads and the County Board. Maintain safety records in compliance with all State and Federal regulations.
22. Responsible for processing all applications and related job information and assisting the Department Head in screening all applications. Responsible for new employee orientation and assisting new employees with completing all necessary forms for employment.

PERSONNEL DIRECTOR QUALIFICATIONS:

1. Bachelor's Degree from an accredited college in Public Administration, Business Management, Human Resources or closely related field, or a combination of education and substantial experience in the Human Resources field, preferably in a county or public sector environment.
2. Thorough knowledge of human resources and personnel policies and procedures.
3. Considerable knowledge of data collection techniques.
4. Considerable knowledge of employment laws, including affirmative action, discrimination, FLSA, FMLA, and other applicable State and Federal laws.
5. Working knowledge of Wisconsin personnel related Statutes and Administrative code.
6. Working knowledge of State and Federal government and procedures at all levels.
7. Ability to write clearly and precisely.
8. Considerable ability to keep and maintain confidential and accurate records and information.
9. Valid Wisconsin Driver's License.
10. Ability to supervise and direct support staff.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT FOR THE PERSONNEL DIRECTOR:

1. Work indoors in a controlled environment (Office).
2. Work normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.

3. Activities include frequent verbal and written communication, utilizing phone systems and computer applications and frequently require the application of tact and understanding to resolve conflict or trouble-shoot problem situations.
4. Ability to operate a variety of office equipment such as computer terminal, fax machine, calculator, computer printer and photocopier.

Exposure to bloodborne pathogens is considered low for this position.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

ADAMS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH ADAMS COUNTY WHEN NECESSARY.

Approved by the Executive Committee this 9th day of March, 2009.

	
	
	